

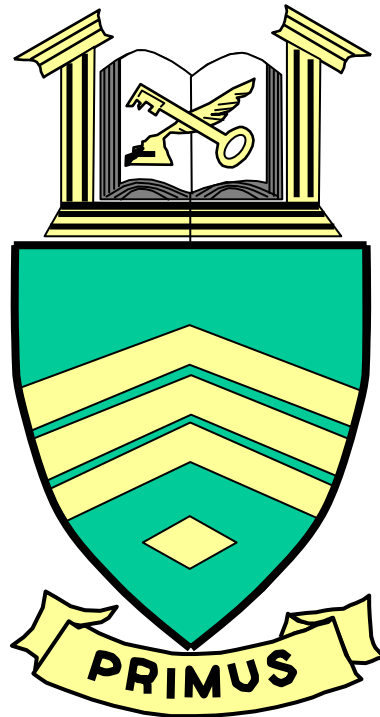
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U664 (052002)

APR 00

SUPERVISE WARTIME STRENGTH ACCOUNTING

PRERESIDENT TRAINING SUPPORT PACKAGE



Overview

Proper maintenance of wartime strength reports is critical to commanders and first sergeants in every contingency operation. During this lesson you will learn the different strength reports, when and how they are used, and how to obtain replacement personnel for combat losses. This lesson will provide you with the necessary tools to assist your commander in maintaining wartime strength.

The Terminal Learning Objective for this lesson is:

- Determine key actions and procedures to supervise wartime strength accounting.

The Enabling Learning Objectives for this lesson are:

- Review strength reports.
- Review duty status changes and when to submit transaction.
- Review casualty tracking and monitoring.
- Integrate replacement personnel.

Inventory of Lesson Material

Prior to starting this lesson ensure you received all materials (pages, tapes, disks, etc.) required for this Training Support Package. Go to the "**This [TSP or Appendix] Contains**" section on page two of the TSP and the first page of each Appendix, and verify you have all the page. If you are missing any material, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

Point of Contact

If you have any questions regarding this lesson, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

PRERESIDENT TRAINING SUPPORT PACKAGE

TSP Number/ Title	U664 Supervise Wartime Strength Accounting
Effective Date	OCT 00
Supersedes TSPs	U664, Supervise Wartime Strength Accounting JAN 99
TSP User	This TSP contains a training requirement that you must complete prior to attending Phase II, FSC-TATS. It will take you about two hours to complete this requirement.
Proponent	The proponent for this document is the U.S. Army Sergeants Major Academy. POC: FSC TATS Course Chief, DSN: 978-8854/8848; commercial (915) 568-8854/8848.
Comments and Recommendations	Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: ATTN ATSS DCF FSC COMDT USASMA BLDG 11291 BIGGS FLD FORT BLISS TX 79918-8002
Foreign Disclosure Restrictions	The Lesson Developer in coordination with the USASMA foreign disclosure authority has reviewed this lesson. This lesson is releasable to foreign military students from all requesting foreign countries without restrictions.

**This TSP
Contains**

The following table lists the material included in this TSP:

Table of Contents		Page
Lesson	Section I, Administrative Data	3
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Appendixes	A. Lesson Evaluation, Faculty Graded	Not Used
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SECTION I ADMINISTRATIVE DATA

**Task(s)
Trained**

This lesson trains the tasks listed in the following table(s):

Task Number:	121-010-8011
Task Title:	Supervise Wartime Strength Accounting,
Conditions:	as a first sergeant, Given, AR 600-8-6 and S1 Toolkit,
Standards:	IAW AR 600-8-6 and S1 Toolkit

**Task(s)
Reinforced**

None

**Prerequisite
Lessons**

None

**Clearance and
Access**

There is no clearance or access requirement for this lesson.

**Copyright
Statement**

No copyrighted material reproduced for use in this lesson.

References

The following table lists the reference(s) for this lesson:

Number	Title	Date	Additional Information
AR 600-8-6	Personnel Accounting and Strength Reporting	24 Sep 98	Student Handout (SH-1)
S1 TOOLKIT	Adjutant's Call, The S1 Toolkit	On Line	Student Handout (SH-2)

**Equipment
Required**

None

**Materials
Required**

None

**Safety
Requirements**

None

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

None

**Lesson
Approval**

The following individuals have reviewed and approved this lesson for publication and incorporation into the First Sergeant Course.

Name/Signature	Rank	Title	Date Signed
Anthony Gilyard	GS-09	Training Specialist	
Ivan E. Williamson	SGM	Chief Instructor, FSC	
Karen A. DiIullo	SGM	Course Chief, FSC-TATS	

SECTION II INTRODUCTION

**Terminal
Learning
Objective**

At the completion of this lesson, you will

Action:	Determine key actions and procedures to supervise wartime strength accounting,
Conditions:	as a first sergeant, given extracts from AR 600-8-6 and S1 Toolkit,
Standard:	Determined key actions and procedures to supervise wartime strength accounting IAW AR 600-8-6 and S1 Toolkit.

Evaluation

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70% of the questions correctly to achieve a GO.

**Instructional
Lead-in**

In every contingency deployment, commanders and first sergeants have learned that proper maintenance of wartime strength reports is critical. During this period of instruction you will learn the different strength reports, when and how they are used and how to obtain replacement personnel for combat losses.

SECTION III PRESENTATION

ELO 1

Action:	Review strength reports,
Conditions:	as a first sergeant, given extracts from AR 600-8-6 (SH-1)
Standard:	Reviewed strength reports IAW AR 600-8-6, para 6-14, table 6-6; para 6-14(a), 6-14(b)(1), 6-16(b), and 6-20(e).

Learning Step/ Activity (LS/A) 1, ELO 1

To complete the learning activity, you must--

- Read ELO 1 above.
- Read extracts from Student Handout 1, page SH-1-5 thru SH-1-9.
- Complete questions 1 thru 5 (Appendix B).
- Compare your responses with the suggested solution found in the solution to LE-1(Appendix B).
- If your response does not agree with the answer in the solution discussion, review the lesson material.

ELO 2

Action:	Review duty status changes and when to submit transaction,
Conditions:	as a first sergeant, given extracts from AR 600-8-6 (SH-1),
Standard:	Reviewed duty status changes and when to submit transaction IAW AR 600-8-6, para 1-13.

LS/A 1, ELO 2,

To complete the learning activity, you must--

- Read ELO 2 above.
- Read extracts from Student Handout 1, page SH-1-1.
- Complete questions 6 and 7 (Appendix B).
- Compare your responses with the suggested solution found in the solution to LE-1(Appendix B).
- If your response does not agree with the answer in the solution discussion, review the lesson material.

ELO 3

Action:	Review casualty tracking and monitoring,
Conditions:	as a first sergeant, given extracts from S1 TOOLKIT,
Standard:	Reviewed casualty tracking and monitoring IAW S1 Toolkit (SH-2).

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- LS/A 1, ELO 3,** To complete the learning activity, you must--
- Read ELO 3 above.
 - Read extracts from Student Handout 2, page SH-2-1 and SH-2-2.
 - Complete questions 8 and 9 (Appendix B).
 - Compare your responses with the suggested solution found in the solution to LE-1(Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

ELO 4

Action:	Integrate replacement personnel,
Conditions:	as a first sergeant, given extracts from AR 800-8-6 (SH-1),
Standard:	Integrated replacement personnel IAW AR 800-8-6, para 6-14(c)(1) and 6-14(b)(1).

- LS/A 1, ELO 4,** To complete the learning activity, you must--
- Read ELO 4 above.
 - Read extracts from Student Handout 1, page SH-1-5 thru SH-1-7.
 - Complete questions 10 and 11 (Appendix B).
 - Compare your responses with the suggested solution found in the solution to LE-1(Appendix B).
 - If your response does not agree with the answer in the solution discussion, review the lesson material.
-

SECTION IV SUMMARY

**Review/
Summarize
Lesson**

Accounting for soldiers and reporting their duty status is one of the primary responsibilities of a first sergeant. It is the foundation for critical peacetime and wartime decisions. The ability to take care of soldiers has a direct relationship to the management of unit personnel and their morale.

**Check On
Learning**

The lesson exercise that you complete in Appendix B will serve as the check on learning for this lesson.

**Transition to
Next Lesson**

None

SECTION V STUDENT EVALUATION

**Testing
Requirements**

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions base on material in this lesson. On that examination, you must answer at least 70 % of the questions correctly to achieve a GO.

SECTION VI STUDENT QUESTIONNAIRE

Directions

Complete the following actions:

- Enter your name, your rank, and the date you complete this

Name:

Rank:

Date:

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist the Academy in refining and improving this course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best Academy curriculum possible.

Item 1	Do you feel you have mastered the learning objective of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of this lesson were most helpful to you in learning the objective?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

ATTN ATSS CDD FSC
COMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

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Appendix B

Index of Lesson Exercises and Solutions

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title	Pages
Learning Exercise 1	LE-1-1 to LE-1-3
Solution Learning Exercise 1	SLE-1-1 to SLE-1-3

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LESSON EXERCISE 1
(Self-Graded)
Supervise Wartime Strength Accounting

Overview: Before completing this lesson exercise, study the student handouts. This lesson exercise begins with a review by identifying the items located in the handouts.

ELO 1: Review strength reports.

Item 1. A battle roster initialization is performed when what three things occurs?

Item 2. What two individuals are responsible for assigning the battle roster sequence number?

Item 3. Part III of the Personnel Requirement Report deals with information on what Category of soldiers?

Item 4. What is the definition of the personnel summary (PS) report?

Item 5. How often is the personnel summary report prepared?

ELO 2: Review of duty status changes and when to submit transaction.

Item 6. In changing a soldier's duty status to meet the definition of another duty status, what transactions are necessary?

Item 7. During wartime how much time do you have to submit duty status changes?

ELO 3: Review casualty tracking and monitoring.

Item 8. Who is responsible for verifying information of casualty feeder reports and witness statements?

Item 9. Who continuously monitors and tries to resolve all open casualty cases?

ELO 4: Integrate replacement personnel.

Item 10. Authorized strengths and assigned strengths are based on what report?

Item 11. What report do you use to specify a severe shortage in a military occupation specialty?

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SOLUTION TO LESSON EXERCISE 1
SUPERVISE WARTIME STRENGTH ACCOUNTING

ELO 1: Review strength reports.

Item 1. A battle roster initialization is performed when what three things occurs?

Answer: 1. Whenever a TACCS device is initially installed.
2. When a major authorization document changes.
3. Whenever a loss of existing TACCS files occurs.

Ref. SH-1-5, extract from AR 600-8-6, para 6-16(b).

Item 2. What two individuals are responsible for assigning the battle roster sequence numbers?

Answer: The position sequence numbers, however, must be manually entered, based on input from the company commander or 1SG.

Ref. SH-1-5, extract from AR 600-8-6, para 6-14(a).

Item 3. Part III of the Personnel Requirement Report deals with information on what Category of soldiers?

Answer: Part III--Enlisted by 3 Position MOS.

Ref. SH-1-9, extract from AR 600-8-6, para 6-14, table 6-6.

Item 4. What is the definition of the personnel summary (PS) report?

Answer: Report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC. The PS Report also provides a breakout, by category, of all gains, losses, and duty status changes since the last PS Report.

Ref. SH-1-5, extract from AR 600-8-6, para 6-14(b)(1).

Item 5. How often is the personnel summary report prepared?

Answer: The PS Report will be prepared at least daily, through the BDE S1, to reflect information at a specified time (for example, 1800), and as dictated by the battlefield situation. Times will be established by division or corps tactical SOP. Reports will be prepared daily, even when there is no change in a unit's strength since the last PS Report.

Ref. SH-1-7, extract from AR 600-8-6, para 6-20(e).

ELO 2: Review of duty status changes and when to submit transaction.

Item 6. In changing a soldier's duty status to meet the definition of another duty status, what transactions are necessary?

Answer: Any time the duty status of a soldier changes so as to meet the definition of another duty status, a SIDPERS transaction is necessary, unless exempted below. (See DA Pam 600-8-1, chap 2, and DA Pam 600-8-23, chap 10 for SIDPERS duty status processing instructions.) All duty status changes must be supported by authorized documentation (for example, DA Form 31 (Request Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187).

Ref. SH-1-1, extract from AR 600-8-6, para 2-2(a).

Item 7. During wartime how much time do you have to submit duty status changes?

Answer: The duty status of a soldier will be processed into the battalion within 5 days during wartime.

Ref. SH-1-1, extract from AR 600-8-6, para 1-13B(b)(1).

ELO 3: Review casualty tracking and monitoring.

Item 8. Who is responsible for verifying information of casualty feeder reports and witness statements?

Answer: The company commander/first sergeant or a designated soldier will collect the casualty feeder reports and witness statements. He will verify as much information as possible and update the battle roster and casualty log. The reports and statements will then be forwarded to the S1 forward or main depending on the way the S1 is deployed.

Ref. SH-2-2, extract from S1 TOOLKIT.

Item 9. Who continuously monitors and tries to resolve all open casualty cases?

Answer: The S1 rear will continuously monitor and try to resolve open casualty cases. They will seek additional information from all potential sources such as grave registration, hospital admissions and dispositions sheets, EPW interrogations, and straggler reports.

Ref. SH-2-2, extract from S1 TOOLKIT.

ELO 4: Integrate replacement personnel.

Item 10. Authorized strengths and assigned strengths are based on what report?

Answer: The PS Report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC.

Ref. SH-1-5, extract from AR 600-8-6, para 6-14(b)(1).

Item 11. What report do you use to specify a severe shortage in a military occupation specialty?

Answer: Personnel Requirements Report (PRR). This report identifies personnel requirements by MPC and MOS.

Ref. SH-1-5, extract AR 600-8-6, para 6-14(c)(1).

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Appendix C

Index of Student Handouts

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, extract from Personnel Accounting and Strength Reporting, AR 600-8-6, dated 20 May 94	SH-1-1 to SH-1-10
SH-2, Adjutant's Call The S1 Handbook, S1 Toolkit	SH-2-1 & SH-2-2

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1–13. Standards of service**a. PASR system . The PASR system is—**

- (1) A wartime and a peacetime military personnel function.
- (2) Resourced in the table of organization and equipment (TOE) personnel authorization system.
- (3) Deployed with the tactical force.
- (4) The functional responsibility of the Personnel Data Base Management Work Center (PDBM) and its tactical counterpart.

b. Personnel accounting standards.

- (1) The duty status of a soldier will be processed into the battalion database not later than 1000 on the next duty day in peacetime and within 5 days during wartime.
- (2) One hundred percent soldier accountability will be maintained in the SIDPERS in peace and war.

2–2. Duty status codes

a. Any time the duty status of a soldier changes so as to meet the definition of another duty status, a SIDPERS transaction is necessary, unless exempted below. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 for SIDPERS duty status processing instructions.) All duty status changes must be supported by authorizing documentation (for example, DA Form 31 (Request Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187).

- (1) Duty status changes for departure and return from leave are optional.
- (2) Duty status changes for departure on and return from TDY for periods of less than 30 days are optional if the TDY is required in performance of normal duties. Duty status changes are required for other periods of TDY.

b. Table 2-1 lists and defines the duty status codes used in SIDPERS duty status transactions.

c. Table 2-2 defines reportable absences and returns to duty, and associated duty status codes.

Table 2-1
SIDPERS duty status codes ^{1,2}

Rule	Code	Transaction used in or created by	Description	Identifies
1	ADM	DYST	Administrative absence	Soldiers on administrative absence or permissive TDY.
2	ATC	ATCH ATAD	Attached Awaiting disposition	Soldiers who are ATCH for duty or course or service school with personnel records. Soldiers who are attached and their records remain in their organization of assignment will not be reflected in this status. ATAD includes personnel who have been dropped from the rolls and are attached awaiting disposition.
3	AWC	DYST	Absent-without-leave Confined in the hands of civil authorities	Soldiers who are determined to be AWOL and confined by civil authorities.
4	AWL	DYST	Absent-without-leave	Soldiers who are absent from a place of duty without permission or authorization for more than 24 hours.
5	CAP	DYST	Captured	Soldiers captured by enemy forces.
6	CCA	DYST	Confined in the hands of civil authorities	Soldiers who are determined not AWOL but who are arrested and confined by civil authorities.
7	CLV	DYST	Convalescent leave	Soldiers on an authorized period of convalescent absence from assigned duties.
8	CMA	DYST	Confined in the hands of military authorities	Soldiers apprehended or confined by military authorities.
9	DCH	SEP FENL	Discharged Erroneously on active duty	Soldiers who have been separated (Type A discharge or transfer). If generated by "FENL", soldiers who were erroneously reported enlisted, inducted, or ordered to active duty (TCN, 979).
10	DED	DECD	Deceased	Deceased personnel when cause of death if nonbattle or nonhostile action-related (TCN 945 or 946).
11	DFR	DFR	Dropped from the rolls	Soldiers who have been DFR reasons other than death from battle or hostile action (TCN 944); to enter the USMA (TCN 948); or another Service academy (TCN 949).
12	HOS	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick, or injured, nonbattle-incurred.
13	HOW	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick or injured, battle-incurred.
14	INT	DYST	Interned	Soldiers who are being detained by foreign power, not at war with the United States.
15	KIA	DECD	Killed in action	Soldiers who are killed in battle or hostile action (TCN 944).

Table 2-1
SIDPERS duty status codes ^{1,2} —Continued

Rule	Code	Transaction used in or created by	Description	Identifies
16	MIA	DYST	Missing in action	Soldiers who are missing in action by reason of enemy action, soldiers missing on maneuvers and training flights, and in assigned-not-joined status.
17	OLV	DYST	Ordinary leave	Soldiers on an approved authorized period of absence from assigned duties.
18	PDG	TDR (FID L, M, N, or O)	Pending gain	Incoming soldiers from another PPA.
19	PDY	ARR DYST	Present for duty	Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters.
20	REL	SEP	Released	Soldiers who have been discharged or transferred to the ARNG or USAR (Type B discharge or transfer).
21	RET	SEP	Retired	Soldiers who have retired, retired temporary disability, or retired permanent disability. (Type C discharge or transfer.)
22	RSG	DPRT	Reassigned	Soldiers reassigned to another unit with a different PPA.

Table 2-1, Comntinued

23	SCA	DYST	Sentenced over 30 days but less than 6 months by civil court	Soldiers who are sentenced over 30 days but less than 6 months by a civil court.
24	SLV	DYST	Special leave	Soldiers on graduation leave from the USMA or other special leave.
25	SMA	DYST	Sentenced by military court	Soldiers sentenced by a military court to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.
26	SND	DYST	Sick-not in line of duty	Soldiers who are sick in quarters or admitted to the hospital but not reassigned, and who are sick or injured, not in the line of duty.
27	TDY	DYST	Temporary duty	Soldiers who are present for duty at another organization or location other than their parent organization or station.
28	TFR	TRAN	Interservice transfer	Soldiers transferred to another Service.
29	TMA	DFR	Transfer to military academy	Soldiers who enter the USMA (TCN 948) or other Service academy (TCN 949.)
30	TRA	DPRT ASNJ	Departed in transient Assigned-not-joined	Soldiers reassigned to a gaining UPC that is serviced by the same PAS or PPA as the losing unit and soldiers reported assigned-not-joined. (Record status code (RSC) equals B or C, depending on prior servicing PPA.)
31	TRO	ARR	Transfer out	Soldiers who have been arrived by another unit but have not been reported as departed by the losing unit. (Used only on the AAC-C27.)
32	XLV	DYST	Excess leave	Soldiers on authorized excess leave.

Notes:

¹ This table lists 'DYST' transaction codes used to report returns to duty and codes generated by other than 'DYST' transactions.² See glossary for explanation of abbreviations and acronyms.

Table 2-2
Reportable absences and returns to duty in SIDPERS:

Rule	If soldier's new duty status is:	New duty status code is:	Old duty status must be:
1	Permissive absence.	ADM	CLV, HOS, HOW, OLV, PDY, SLV, XLV
2	Absent without leave—confined in the hands of civil authorities. Soldier is apprehended and confined by civil authorities.	AWC	ADM, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
3	Absent without leave—for over 24 hours.	AWL	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
4	Captured by enemy forces.	CAP	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
5	Confined in the hands of civil authorities. Soldier is determined not to be AWOL but has been arrested and confined.	CCA	ADM, CAP, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
6	Convalescent leave.	CLV	HOS, HOW, PDY
7	Confined in the hands of military authorities.	CMA	ADM, AWC, AWL, CAP, CCA, CLV, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
8	Hospital (nonbattle). Soldier admitted to the hospital but not reassigned.	HOS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
9	Hospital.	HOW	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
10	Detained by a foreign power not at war with the United States.	INT	ADM, AWL, CAP, CCA, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
11	Missing on maneuvers and of enemy action.	MIA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
12	Missing on maneuvers or training flights in assigned or ASNJ status and in any nonenemy-related action when the status of the soldier is uncertain.	MIS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, OLV, PDY, SLV, SND, TDY, TRA, XLV

Table 2-2, Continued

13	Ordinary, advance, or emergency leave.	OLV	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, PDY, SLV, SND, TDY, TRA, XLV
14	Present for duty. Soldier is present for normal duty, arrest in quarters, or sick.	PDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, SCA, SLV, SMA, SND, TDY, XLV
15	Sentenced to "over 30 days, but less than 6 months" by civil court.	SCA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
16	Special leave. Soldier is on graduation leave from the USMA or is on other special leave.	SLV	PDY, TRA
17	Sentenced by military court, to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.	SMA	CMA, PDY
18	Sick—Not in the line of duty. Soldier is sick in quarters or admitted to the hospital, but not reassigned and is sick or injured, not in the line of duty.	SND	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, TDY, TRA, XLV
19	Temporary duty—Soldier is at an organization or location other than the assigned organization or station, for duty on a temporary basis.	TDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, HOS, INT, OLV, PDY, SLV, SND, TRA, SLV
20	Excess leave	XLV	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, SND, TDY, TRA

Notes:

1. Duty status ATC can only be changed by reporting an ATCH or RATH transaction.
2. Duty status DCH, DED, DFR, KIA, REL, RET, RSG, TFR, and TMA all indicate a departure or deceased status and are not accountable in local SIDPERS. The DYST transaction cannot be used to report these status. They are reported as follows:

Status; Reported by; Revoked by

DCH; SEP; Accession
 DED; DECD; Accession
 DFR; DFR; RDFR
 KIA; SEP; Accession
 REL; SEP; Accession
 RET; SEP; Accession
 RSG; DPRT; REVD
 TRF; TRANS; RDFR
 TMA; DFR; RDFR

3. Duty status PDG means a TDR is on the SPF. For SIDPERS accountability, an ARR or an ASNJ transaction must be submitted.

4. Duty status TRA is recorded only by an ASNJ transaction or by a DPRT transaction to another unit serviced by the local SIDPERS activity.

5. See glossary for explanation of abbreviations and acronyms.

Section IV

Command and Control Strength Reporting System

6-13. General description of Command and Control Strength Reporting System

a. The C2SRS is a battlefield accounting system which provides a means to rapidly report operating strength at each operating level (company, battalion, brigade, or division) to the next higher command. Operating strength is defined as not only assigned (organic) personnel strength but also any personnel attached, either as an individual or as a group. This data is required by each command level to support personnel and tactical decisions.

b. The C2SRS performs critical task force forming functions, such as detaching a slice element from a unit, or attaching sliced elements to a unit to form a task force. C2SRS also provides the ability to account for DS or GS personnel. This includes U.S. civilians (USCIV), other U.S. military (OUSM) personnel, non-U.S. military (NUSM) personnel, and local national civilians (LNC).

c. C2SRS constantly interacts with and augments SIDPERS-AC. Each time a gain, loss, or duty status change is submitted through SIDPERS-AC, C2SRS is simultaneously updated. A duty status change submitted through C2SRS will generate either a SIDPERS duty status change or DECD transaction, depending on the type of action submitted. This interaction between SIDPERS-AC and C2SRS is possible because both systems share the same TACCS datafiles.

d. While the C2SRS is primarily a battlefield system, it must be maintained and used during peacetime. Unit personnel will remain proficient on the C2SRS. This allows them to operate the system during field exercises, during deployment in support of a contingency operation, or during any phase of GMR.

6-14. Command and Control Strength Reporting System reports

a. BR. The BR is the primary management tool in C2SRS. This roster reflects both personnel and authorization data to the company level. TACCS assigns each individual soldier on the BR a BR number. The BR number is automatically assigned to each soldier during the BR initialization process. Every authorized position on the BR must be

assigned a position sequence number. The position sequence numbers, however, must be manually entered, based on input from the company commander or 1SG.

b. Personnel Summary (PS) Report.

(1) The PS Report is a key personnel reporting tool in a battlefield environment. The PS Report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC. The PS Report also provides a breakout, by category, of all gains, losses, and duty status changes since the last PS Report.

(2) The PS Report consists of three parts. Parts one and two are automatically updated each time a strength-related or duty status change is submitted through SIDPERS-AC or C2SRS. Part three is for the commander's use. The PS Report may be placed on a floppy diskette and rolled up through brigade and division.

(a) Part one provides detailed strength information on all organic units by UPC.

(b) Part two provides a summary by duty status within MPC.

(c) Part three provides a narrative section where the command can send a free text message, stating any critical data desired for submission.

(3) Units that do not have TACCS machines must prepare PS Reports, using manual or other automated means. (See paras 6-22 and 6-23.)

c. Personnel Requirements Report (PRR).

(1) This report identifies personnel requirements by MPC and MOS. The PRR calculates requirements based on the differences between assigned strength and authorized strength for the unit. Both the PRR and the PS Report provide the capability to send additional information or requirements in narrative form to the next higher command.

(2) Units that do not have TACCS machines must prepare the PRR, using manual or other automated means. (See paras 6-26 and 6-27 of this regulation.)

d. Task force personnel summary (TFPS). The TFPS provides the command with a tool for submitting current personnel strength data without having to process all the SIDPERS and casualty related actions first. The TFPS allows manual update of strength and duty status for attached personnel. Strength data may also be updated for DS or GS personnel attached to an organization. The TFPS must be updated each time there is a change.

6-15. Strength reconciliation's

a. Command database managers will provide summarized C2SRS information to strength managers for use in detecting units that are significantly out of balance.

b. Hasty strength reports and SIDPERS TACCS database will be reconciled not less than three times a month, using the BR roster as the baseline.

c. Strength managers at division, MACOM, and corps levels will direct strength reconciliation whenever the degree of imbalance between hasty strength reports and results of C2SRS processing exceeds plus or minus 2 percent. Strength reconciliation will be completed within 5 days of the tasking from the MPSM.

d. One hundred percent agreement between the SIDPERS-AC unit data, the battalion personnel database, and strength reports will be achieved during each reconciliation process.

e. Casualty management information will be synchronized with personnel information and strength reporting information at all personnel echelons.

Section V

Task: Initiate the Battle Roster

6-16. Rules for initiating the battle roster

a. The BNS1 (or separate company equivalent) will perform BR initiation.

b. The BR initiation will be performed whenever a TACCS device is initially installed, when a major authorization document changes, or whenever a loss of existing TACCS files occurs.

c. The unit commander, or 1SG, will structure the BR and will assign each position on the unit document a BR sequence number, beginning with 001, so that each soldier's BR number reflects where the soldier's actual assignment is within the unit.

6-17. Steps for initiating the battle roster

The steps for initiating the BR are shown in table 6-1.

Table 6-1 Initiating the battle roster		
Step	Work center	Required action
1	BNS1	Receive the Theater Command (TCOM) diskette from PAS.
2	BNS1	Load the TCOM diskette.
3	BNS1	Verify that subordinate units are on the UPC listing, and if not on the listing, notify PAS.
4	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, INITIALIZE FILES, BATTLE ROSTER INIT" from the TACCS menu.
5	BNS1	Select the desired UPC function (for example, INIT NEW, ADD UPC, CHANGE UPC, DELETE UPC).
6	BNS1	Enter UPCs for subordinate units.
7	BNS1	Obtain printed BR skeleton and forward to unit.
8	BNS1	Initiate the PS Report.
9	BNS1	Initiate the PRR.
10	Unit	Assign BR sequence number for each duty position number reflected on the BR skeleton.
11	Unit	Return the annotated BR skeleton to the BNS1.
12	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR REP SYS, INITIALIZED FILES, ASGN SEQUENCE NUMBER" from the TACCS menu and enter all unit-designated BR sequence numbers.

Section VI

Task: Maintain and Reconcile the Battle Roster

6-18. Rules for maintaining and reconciling the battle roster

- a. The BNS1 will provide an updated BR to each supported unit as often as necessary, but not less than three times a month to support strength reconciliation's.
- b. During peacetime, changes in a soldier's duty status on the BR will be updated through SIDPERS transactions.
- c. During wartime, changes in a soldier's duty status on the BR will be updated, either through SIDPERS transaction input (time permitting), or from the C2SRS input screen.
- d. All soldiers will be assigned a BR sequence number at the time of initial unit inprocessing and where a change in duty affects BR positioning. Repositioning of soldiers on the SIDPERS UMR will not automatically change a soldier's BR sequence number.
- e. Attached soldiers will have BR sequence numbers assigned by the unit of attachment. All other personnel data will be entered by the parent unit of assignment (with information provided by the unit of attachment).

6-19. Steps for maintaining and reconciling the battle roster

The steps for maintaining and reconciling the BR are shown in table 6-2.

Table 6-2 Maintaining and reconciling the battle roster		
Step	Work center	Required action
1	Unit	Notify BNS1 of changes.
2	BNS1	Receive changes from unit.
3	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, BATTLE ROSTER" from the TACCS SIDPERS menu.
4	BNS1	Select "Update Individual" and input changed data.
5	BNS1	Create backup copy of the BR.

Section VII**Task: Prepare the TACCS Personnel Summary Report****6-20. Rules for preparing the TACCS Personnel Summary Report**

- a.* The automated PS Report will be prepared, using C2SRS applications on the TACCS. A sample PS is at figure 6-1 and completion instructions are at table 6-3.
- b.* In the event of TACCS failure at any level of command, units will transfer their files to another TACCS and prepare the PS Report.
- c.* Since only organic personnel and by-name attachments reported through SIDPERS are reflected on the PS Report, reporting units must use the TFPS to account for units where by-name attachments are not reported.
- d.* The PS Report will be updated through BR maintenance steps outlined in this chapter or SIDPERS input transactions.
- e.* The PS Report will be prepared at least daily, through the BDE S1, to reflect information at a specified time (for example, 1800), and as dictated by the battlefield situation. Times will be established by division or corps tactical SOP. Reports will be prepared daily, even when there is no change in a unit's strength since the last PS Report.
- f.* Units attached to other armed services will submit a PS Report to the gaining command, with an information copy to their next higher headquarters.
- g.* The PS Report reflects the unit's status only as of the time it is prepared.
- h.* The parent unit of detached elements will retain personnel accounting responsibility for detached personnel. The unit of attachment will provide such information as it becomes available to the parent unit.
- i.* The parent unit of units assigned a support mission (DS, GS, general support re-enforcing (GSR), or re-enforcing (R)) will retain strength reporting responsibility.
- j.* The automated PS Report will be delivered to the next higher headquarters by the quickest means available (for example, diskette).

6-22. Rules for preparing the non-TACCS Personnel Summary Report

- a.* The PS Report will be prepared at least daily, even when no changes are to be reported.
 - (1) The daily report will reflect strength information as of a specific time (for example, 1800).
 - (2) A sample of the automated PS is at figure 6-1 and instructions for completion are at table 6-3.
 - (3) Commanders may use the format outlined in figure 6-1 or DA Form 5367-R as directed by local SOP to submit PS. (See FM 12-6, Personnel Doctrine.)
- b.* The division or corps SOP will establish the submission times.
- c.* The data in the PS Report is not cumulative; it will reflect the unit's status at the time of preparation.
- d.* Units attached to other armed services will submit a PS Report to the gaining command, with information copy to their next higher headquarters.
- e.* The parent unit of detached elements retains personnel accounting responsibility for detached soldiers. The unit of attachment will provide such information as it becomes available to the parent unit.
- f.* Normally, the parent organization of units assigned a support mission (DS, GS, GSR, or R) will retain strength reporting responsibility for detached soldiers.
- g.* Operational control (OPCON) elements will be reported in accordance with division or corps SOP.
- h.* The PS Report should be given a "CONFIDENTIAL " or higher classification, as required, when completed.
- i.* The PS Report will be transmitted to the next higher headquarters as quickly as possible, by secure telephone, teletype, radio-teletype, or messenger.

6-24. Rules for preparing the TACCS Personnel Requirements Report

- a.* The automated PRR will be prepared, using C2SRS applications on the TACCS. A sample PRR is at figure 6-2 and completion instructions are at table 6-6.
- b.* In the event of TACCS failure at any command level, units will transfer their files to another TACCS and prepare the PRR.
- c.* The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.
- d.* PRR requirements are cumulative. All unfilled requirements will be carried automatically on the PRR until they are filled.
- e.* Units attached to other armed services will submit a PRR to their parent unit.
- f.* The PRR includes only organic, not attached, unit requirements.

Table 6-6
Instructions for completing the Personnel Requirements Report

Item	Entry
PART I—OFFICERS BY AREA OF CONCENTRATION	
Prepared Date	Date summary was prepared.
Product Control Number	AAA-274.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Area of Concentration	3 digit AOC.
Authorized	The number of officers authorized in each AOC for each rank.
Assigned	The number of officers assigned in each AOC for each rank.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each AOC. For example, total the number authorized for each 2LT-1LT, captain, major, LTC, and COL.
Total Assigned (horizontal total)	Total the number of assigned for each AOC. For example, total the number assigned for each 2LT-1LT, captain, major, LTC, and COL.
%Fill (horizontal)	Divide number assigned by number authorized for each AOC.
Total (vertical columns)	<p>a. Total each authorized and assigned column.</p> <p>b. To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.</p>
Total %Fill	Divide total number assigned by total number authorized.
PART II—WARRANT OFFICERS BY A 4 POSITION MOS	
Product Control Number	AAA-275.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.

Table 6-6
Instructions for completing the Personnel Requirements Report—Continued

Item	Entry
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Specialty	4 digit MOS.
Authorized	The number of warrant officers authorized in each MOS.
Assigned	The number of warrant officers assigned in each MOS.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized then enter difference.
% Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	a. Total each authorized and assigned column. b. To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART III—ENLISTED BY 3 POSITION MOS	
Product Control Number	AAA-276.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Specialty	3 digit MOS.
Authorized	The number of enlisted authorized in each MOS for each skill level.
Assigned	The number of enlisted assigned in each MOS for each skill level.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each MOS. For example, total the number authorized for each SL1, SL2, SL3, SL4, and SL5.
Total Assigned (horizontal total)	Total the number of assigned for each MOS. For example, total the number assigned for each SL1, SL2, SL3, SL4, and SL5.
%Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	a. Total each authorized and assigned column. b. To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART IV—PERSONNEL REQUIREMENTS REPORT—NARRATIVE	
Prepared Date	Date summary was prepared.
Product Control Number	AAA-277.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.

Table 6-6 Instructions for completing the Personnel Requirements Report—Continued	
Item	Entry
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Narrative	Information the commander feels necessary to clarify unit's combat-readiness status.

6-26. Rules for preparing the non-TACCS Personnel Requirements Report

- a. The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.
 - (1) The daily report will reflect strength information as of a specific time (for example, 1800).
 - (2) A sample of the automated PRR is at figure 6-2 and instructions for completion are at table 6-6.
 - (3) Commanders may use the format outlined in figure 6-2 or DA Form 5367-R as directed by local SOP to submit PRR. (See FM 12-6.)
- b. PRR requirements are cumulative. All unfilled requirements will be carried on the PRR until they are filled.
- c. Army units attached to other Services will submit a PRR to their parent unit.
- d. The PRR normally includes only organic units, not attached unit requirements.
- e. The PRR will properly reflect actual needs, not current vacancies.
- f. A requirement should be shown on the PRR whenever a soldier is evacuated from the battalion area, regardless of subsequent disposition of the soldier.
- g. The PRR will be forwarded as quickly as possible, by the most rapid means.

Adjutant's Call – The S-1 Toolkit

Casualty Operations

WARTIME

For wartime casualty operations to be successful, accurate and timely casualty reporting needs to be accomplished. Casualty reporting will help to reconcile hasty strength reporting. DA Forms 1156 and 1155 will be used to report all battle and nonbattle casualties. The DA Form 1155 (Witness Statement) will be submitted for all the casualties listed as follows:

- *Dead, remains not recovered. If the witness knows the individual was actually killed but the remains were not recovered.*
- *Missing (MIS). Anytime an individual becomes missing. This could happen during an attack or when the unit is not engaged. Based on the evidence, the commander must make a determination if the individual is in fact missing, AWOL, or missing in action.*
- *Missing in action (MIA), captured (CAP), interned (INT), and detained (DET). Only if the witness knows for a fact and was an eyewitness to the incident. If the soldier completing the forms was not an eyewitness but only believes the casualty is in one of the above categories, the casualty status will be MIS. The commander determines actual status after all available information has been received.*

TYPES OF HOSTILE AND NONHOSTILE CASUALTIES	
HOSTILE	NONHOSTILE
• Killed in Action (KIA)	• Died, noncombat
• Died of Wounds (DOW)	• Ill
• Wounded in Action (WIA)	• Injured
• Missing in Action (MIA)	• Missing
• Captured (CAP)	
• Interned (INT)	
• Detained (DET)	

The DA Form 1156 (Casualty Feeder Report) will be submitted for all casualties, hostile and nonhostile.

PROCEDURES

The casualty reporting procedures in your unit should function as follows:

- a. Each individual soldier should carry a blank DA Form 1155 and 1156. Squad leaders and platoon sergeants are encouraged to carry a booklet of 1155s and 1156s. Soldiers will report all casualties they witness or find, to include American civilians, soldiers from other units or

services, and allied soldiers. If forms are not available, casualty information will be written on blank paper. These reports and witness statements will be forwarded via company headquarters to the company commander/first sergeant.

b. The company commander/first sergeant or a designated soldier will collect the casualty feeder reports and witness statements. He will verify as much information as possible and update the battle roster and casualty log. The reports and statements will then be forwarded to the SI forward or main depending on the way the SI is deployed.

c. The SI forward will manually post all casualty data to their casualty log, PSR, and PRR. The SI will keep the commander and the S3 advised of the battalion's casualty posture. Casualty reports and witness statements will be forwarded to the SI rear as soon as the tactical situation permits. The SI rear and SI main will need to schedule periodic reconciliation's of casualty input. This will enable them to account for all input and status changes.

d. The SI rear will maintain a casualty log as a manual backup to the Army Casualty Information Processing System-Light (ACIPS-L) report. Daily reconciliation of casualty status will be effected with GRREG, the battalion aid station, and the provost marshal. The SI forward will reconcile with the aid station if it is located nearby.

e. The SI rear will continuously monitor and try to resolve all open casualty cases. They will seek additional information from all potential sources such as GRREG, hospital admissions and dispositions sheets, EPW interrogations, and straggler reports.

NOTIFICATION STANDARDS

- For KIA, the primary and secondary NOK will be notified.
- Notification includes an explanation of the circumstances of death or injury.
- The PNOK is notified if the injury or illness is serious.
- Medical notification is accomplished by the attending physician if the soldier is stateside.

REFERENCES:

- [AR 600-8-1](#) **ARMY CASUALTY OPERATIONS/ASSISTANCE/INSURANCE**
- [FM 12-16](#) **PERSONNEL DOCTRINE**
- [DA Pam 608-4](#) **GUIDE FOR THE SURVIVORS OF DECEASED ARMY MEMBERS**